

ASSISTANT HEADTEACHER - PERSON SPECIFICATION

Criteria required for this post

ESSENTIAL				DESIRABLE			
<i>Requirement</i>	<i>How Identified</i>	Met Yes No		<i>Requirement</i>	<i>How Identified</i>	Met Yes No	
EDUCATION, TRAINING AND QUALIFICATIONS							
Working towards or willingness to completed either the NPQSL or equivalent leadership qualification	Application form Certificates			Achieved NPQSL / equivalent or higher	Application form Certificates		
Degree	Application form Certificates			Post Graduate qualifications / Autism specific qualifications	Application form Certificates		
Qualified teacher status or equivalent	Application form Certificates			Lead practitioner	Application form Certificates		
KNOWLEDGE & EXPERTISE							
High level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement	Application form Interview			Awareness and understanding required to carry out the role, including specific knowledge of autism and/or relevant legislation	Application form Interview		
Knowledge of careers education and independent advice and guidance.	Application form Interview						

Knowledge of a wide range of qualifications and accreditations	Application form Interview			Assessor status for awarding bodies	Application form Certificates		
Understanding of high-quality teaching and the ability to model this to support and improve others.	Application form Certificates						
Knowledge of current health and safety legislation around trips, visits and off-site activities (e.g., work experience, college visits)	Application form Interview						
Knowledge and experience of Ofsted requirements / inspections	Application form Interview			Experience of leading an area in a recent Ofsted inspection	Application form Certificates		
A good understanding of autism and effective strategies needed to meet the needs of all students	Application form Interview			Evidence of delivering training /support to other settings around autism practice	Application form Certificates		
EXPERIENCE							
Considerable experience of working in a school environment at a middle leader level and managing other teachers and support staff	Application form Interview				Application form Interview		
Experience of leading an area of the school through an Ofsted Inspection	Application form Interview						
Successful experience of implementing school improvement strategies	Application form Interview						
Experience of delivering successful staff training	Application form Certificates						
SKILLS, ABILITIES AND PERSONAL ATTRIBUTES							
Ability to work constructively as part of	Application form Interview						

a team, understanding school roles and responsibilities and your position within these							
Ability to organise own workload and that of others to meet conflicting deadlines	Application form Interview						
Ability to lead and motivate other staff	Application form Interview						
Excellent literacy and numeracy skills	Application form Interview						
Excellent ICT skills	Application form Interview						
Excellent written and verbal communication skills	Application form Interview						
Have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience	Interview						
Ability to self-evaluate your learning needs and actively seek learning opportunities	Application form Interview						
Resilience and the ability to stay calm in challenging situations	Application form Certificates						
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	Application form Interview						
Ability to adapt to challenging situations	Application form Interview						

and people and respond appropriately using negotiation and influencing skills to achieve objectives							
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form Interview						
Flexibility to adapt to changing workload demands and new school challenges	Application form Interview						
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the students	Application form Interview						
Excellent behaviour management skills	Application form Interview			Positive behaviour support training / practitioner	Application form Certificates		
To be able to work as part of a team and have a sense of humour.	Application form Certificates						
OTHER REQUIREMENTS							
Willingness to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service)							